**APPENDIX G**

**AUTHORISATION LETTER TO LLOYDS BANK FOR RELEASE OF CLOSING BANK BALANCE INFORMATION TO LA AUDITORS**

(Please note that this letter should be printed on the school’s letter head and customised)

Lloyds Bank PLC

Central Audit Team

P.O. Box 1000

BX2 1LB

 Date:

Ref:

Re: Authorisation from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of school), London Borough of Hillingdon

Account Title: (as per account name on bank statement)

Sort Code:

Account Number(s):

Dear Sir / Madam

We authorise ***Lloyds Bank plc*** including all branches and subsidiaries, to provide to our auditor, Ernst & Young, any information concerning all and any of our accounts and dealings with you that they may request for the purpose of performing their duties as auditors.

This authorisation continues to have effect until countermanded by us in writing.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print name:**

***[Mandate Signatory 1]***

 **Print name**:

***[Mandate Signatory 2]***

**APPENDIX H**

**AUTHORISATION LETTER TO BANK (NOT LLOYDS) FOR RELEASE OF CLOSING BANK BALANCE INFORMATION TO LA AUDITORS**

(Please note that this letter should be printed on the school’s letter head and customised)

**For the attention of:**

(Enter school’s relationship manager

Name and address of authority at bank,

who releases the audit information).

 Date:

Ref:

Re: Authorisation from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of school), London Borough of Hillingdon

Account Title: (as per account name on bank statement)

Sort code:

Account Number (s):

Dear Sir / Madam

We authorise ***(insert bank name i.e. Barclays Bank plc or HSBC Bank plc*)** including all branches and subsidiaries, to provide to our auditor, Ernst & Young, any information concerning all and any of our accounts and dealings with you that they may request for the purpose of performing their duties as auditors.

This authorisation continues to have effect until countermanded by us in writing.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print name:**

***[Mandate Signatory 1]***

 **Print name**:

***[Mandate Signatory 2]***